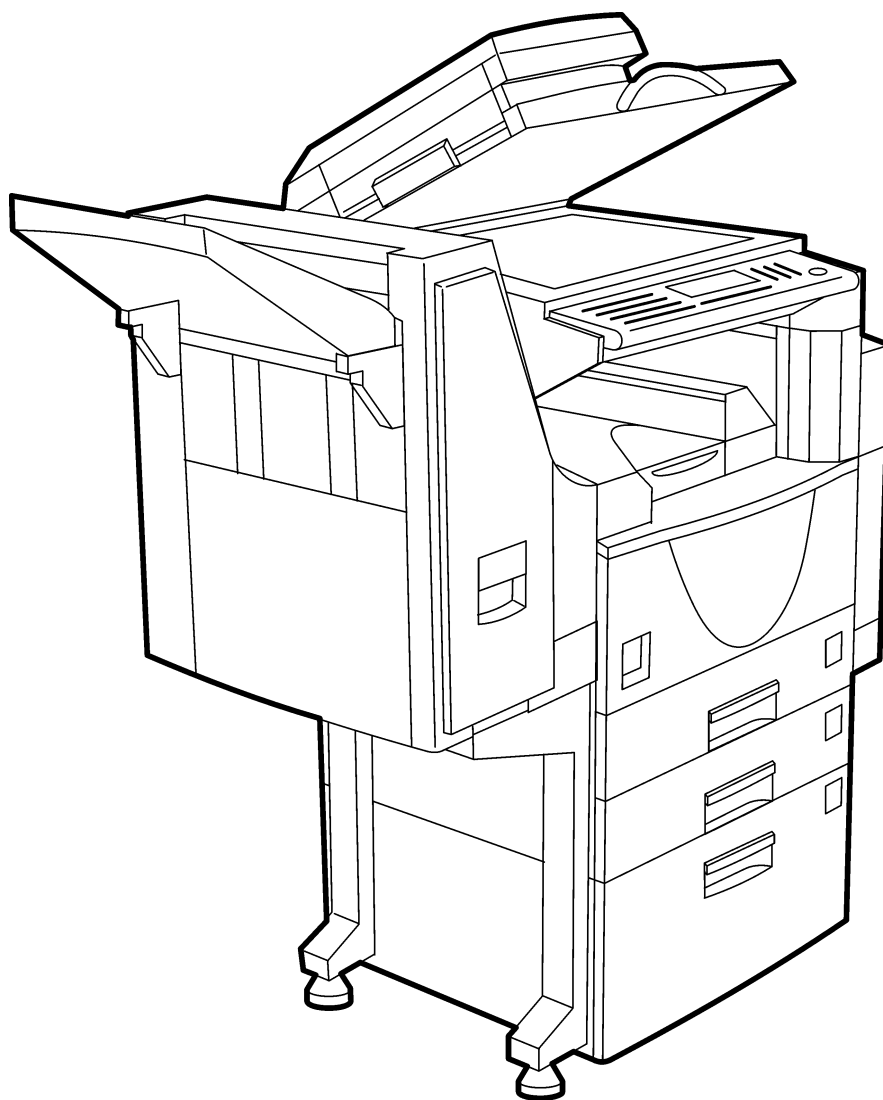


# 5222/5227



***Scanner***

When ordering supplies or requesting service for your copier, you will need to provide the model and serial number of your machine.

Please take a moment to enter your model and serial numbers here.

MODEL NUMBER: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

To order supplies, call: (     ) \_\_\_\_\_

To request service, call: (     ) \_\_\_\_\_

## Information Statement:

Layout and contents of this document are based on the information available at the time of this CD-ROM production.



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complete satisfaction

### Important:

Please read and understand this manual prior to using it. Pay special attention to the Safety Information. Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

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As an Energy Star Partner, Lanier Worldwide, Inc. has determined that this product meets the Energy Star guidelines for energy efficiency.

# Table of Contents

## **Introduction**

|                                  |     |
|----------------------------------|-----|
| Introduction .....               | 1-1 |
| Overview .....                   | 1-1 |
| Setup Order .....                | 1-2 |
| Client Computer Operations ..... | 1-2 |

## **Scanner Station Setup**

|   |     |
|---|-----|
| System Requirements.....                    | 2-1 |
| Installing Scanner Station Software.....    | 2-2 |
| Installing Scanner Station Software .....   | 2-2 |
| Uninstalling Scanner Station Software ..... | 2-3 |

## **Station Management and Operation**

|   |      |
|---|------|
| Starting and Stopping Scanner Station .....                     | 3-1  |
| Starting as an Application after Logging on to Windows .....    | 3-1  |
| Start as a Service when Windows is Started .....                | 3-2  |
| Changing the Starting Option .....                              | 3-2  |
| Environment Settings .....                                      | 3-3  |
| Creating a Shared Folder as a Destination Folder .....          | 3-3  |
| [Environment Settings] Dialog Box .....                         | 3-3  |
| User Group .....  | 3-6  |
| Registering a User .....  | 3-6  |
| 2[User Settings] Dialog Box .....                               | 3-7  |
| Registering a Group .....                                       | 3-8  |
| Deleting a User/Group .....                                     | 3-9  |
| Changing the User/Group Order on the Copier Panel Display ..... | 3-10 |
| Importing and Exporting User Information .....                  | 3-10 |
| Daily Operation.....  | 3-14 |
| Checking the Error Log .....                                    | 3-14 |
| Non-forwarding Documents .....                                  | 3-15 |
| Checking the Free Disk Space .....                              | 3-15 |
| Scanner Maintenance Tool .....                                  | 3-16 |
| [Initialization] .....  | 3-16 |
| [Folder Initialization] .....                                   | 3-16 |
| [Backup] .....  | 3-16 |
| [Restore] .....   | 3-16 |
| [Error Log Write Selection] .....                               | 3-16 |
| [Change Administrator Password] .....                           | 3-16 |

## **User Tools**

|                                      |     |
|--------------------------------------|-----|
| Delivery Scanner Setup .....         | 4-1 |
| Enabling Delivery Option .....       | 4-1 |
| Adjusting Delivery Settings .....    | 4-2 |
| Scanner Setup.....                   | 4-5 |
| Items for Scanner Setup .....        | 4-5 |
| Resolutions and Original Sizes ..... | 4-7 |

|  |                   |
|--|-------------------|
| Registering Items for Scanner Setup .....                      | 4-8               |
| <b><i>Delivering Originals</i></b>                             |                   |
| Delivery Settings .....  | 5-1               |
| Setting Originals .....  | 5-3               |
| Scanning 1 Sided Originals .....                               | 5-3               |
| Scanning 2-Sided Originals .....                               | 5-4               |
| Setting Originals on the Exposure Glass .....                  | 5-5               |
| Setting Originals in the Document Feeder (RADF) .....          | 5-6               |
| Setting the Direction of the Originals .....                   | 5-8               |
| Changing the Scanner Settings Temporarily .....                | 5-9               |
| <b><i>Client Operation</i></b>                                 |                   |
| Receiving Documents with Client Software .....                 | 6-1               |
| System Requirements .....                                      | 6-1               |
| Setting up the Reception Environment for Client Software ..... | 6-1               |
| Receiving Documents .....                                      | 6-4               |
| Client Software Properties .....                               | 6-7               |
| Displaying Documents in the Shared Folders .....               | 6-11              |
| <b><i>Troubleshooting</i></b>                                  |                   |
| Copier .....   | 7-1               |
| Scanner Station Error Log Messages .....                       | 7-2               |
| Copier Error Messages .....                                    | 7-3               |
| File Formats .....   | 7-6               |
| <b><i>Agency Certifications</i></b>                            |                   |
| Agency Certifications .....                                    | 8-1               |
| <b><i>Index</i></b>  |                   |
| Index of Scanner Topics .....                                  | I-1               |
| <b><i>Warranty</i></b>   |                   |
| New Machine Warranty and Limitation of Liability .....         | inside back cover |

# ***Introduction***

## ***Chapter Overview***

This Chapter covers:

- “Overview” on page 1-1
- “Setup Order” on page 1-2
- “Client Computer Operations” on page 1-2

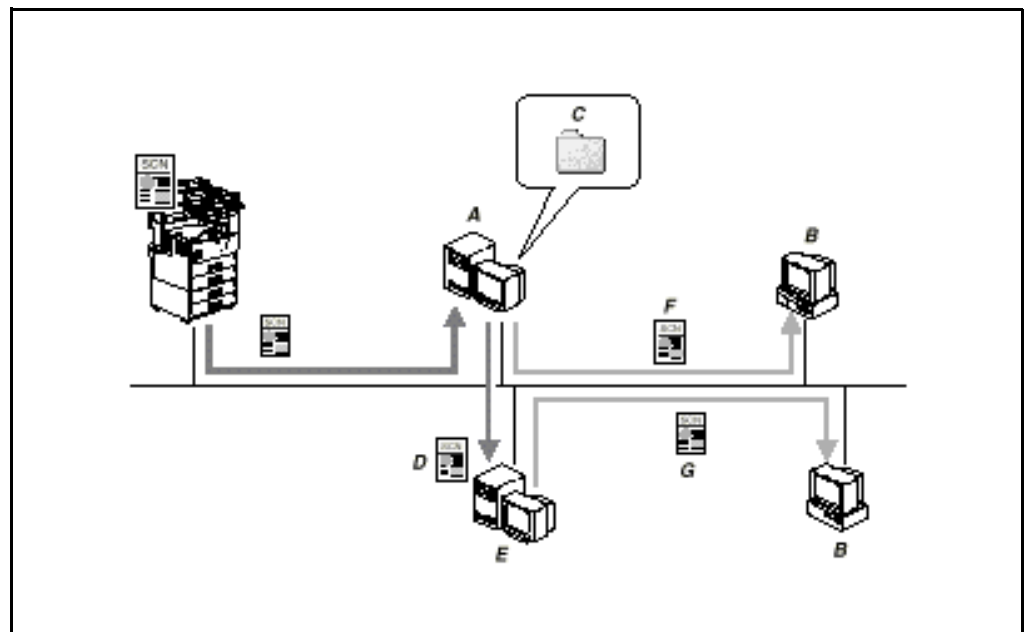
## Introduction

### Overview

With ScanRouter, you can deliver scanned documents from the copier to folders located on the station, or directly to file servers on the network.

### Summary of the Copier Delivery Operations

The illustration below shows examples of document delivery with the copier. After being delivered to ScanRouter Station, the documents are processed in various ways depending on the settings of ScanRouter Station.



A: ScanRouter

B: Client

C: User Folder

D: Delivered

E: File Server

F: Received using Client Software

G: Browsed/Copied through the network

Documents sent from the copier to ScanRouter Station can be delivered and saved to the folders as below.

1. User folders located on ScanRouter Station.
2. Shared folders selected as destination folders.

Note: A destination folder can be selected from shared folders located on ScanRouter Station, or located on other file servers on the network.

### ***Setup Order***

To deliver documents received from the copier with ScanRouter, ScanRouter Station and the copier must be properly configured.

- First, configure the basic settings to be used.
- Then make a delivery from the copier after the environment settings have been made.

### ***Client Computer Operations***

With the client computer, you can check the contents of the document by using the appropriate application for that type of file. The following are examples of client computer operations.

#### ***When Documents are Saved in the User Folder***

If “Folder” has been selected in [Delivery Type] in the [Environment Settings] dialog box, the documents are saved in the user folder located on ScanRouter Station.

To open these documents from the client computer, use ScanRouter Client Software to receive the documents and use the appropriate application for that type of file.

#### ***When Documents are Delivered to the Destination Folder***

If “Save to File” has been selected in [Delivery Type] in the [Environment Settings] dialog box, the documents are saved in the selected destination folder.

To open these documents from the client computer, access the destination folder through the network and use the appropriate application for that type of file.



# ***Scanner Station Setup***

## ***Chapter Overview***

This chapter covers:

- “System Requirements” on page 2-1
- “Installing Scanner Station Software” on page 2-2
- “Uninstalling Scanner Station Software” on page 2-3

## **System Requirements**

The computer used as ScanRouter Station must meet the following system requirements.

Note: Do not install this application in a computer used as a mail server, Web server, database, and so on.

### **CPU**

Pentium 133MHz minimum (200MHz or faster recommended)

### **RAM**

32MB minimum (64MB or more recommended)

### **Hard Disk Space**

At least 10MB of disk space is required for installation. The computer used as ScanRouter Station needs 300MB or more of free disk space in the partition where the application is installed. This space is used for saving documents.

### **Operating Systems**

- Microsoft Windows 95 (with Service Pack 1, or OSR2 or later)
- Microsoft Windows 98
- Microsoft Windows NT Server 4.0 (with Service Pack 3 or later)
- Microsoft Windows NT Workstation 4.0 (with Service Pack 3 or later)

Note: If installing this application in a Windows NT Server, we recommend that you install the application in a member server. Do not install this application in a primary domain controller or a backup domain controller.

### **Protocols**

TCP/IP protocol:

To deliver documents to file servers on the network, additional protocols may be required.

## **Installing Scanner Station Software**

There are two ways to start ScanRouter Station:

- An application after logging on to Windows,
- A Service when Windows is started.

Decide which option you want to select before beginning the installation, because this setting is made during the installation.

After installation, you can still change the way in which this application is started. See “Changing the Starting Option” on page 3-2.

To prevent others from using the station when installing this application in Windows NT 4.0, we recommend that you start this application as a Service.

### **Comparing the Starting Options**

|   | <b>Starts as an application<br/>after logging on to Windows<br/>Starts as a Service</b>  | <b>Starts as a Service</b>  |
|---|--|---|
| Status  | User starts this application manually when logging on to Windows.<br>or<br>Starts automatically after a shortcut to this application is placed in the [StartUp] folder | Starts automatically when Windows is started (No logon process is required) |
| Delivery to destination folders in computers on the network | Available  | Not available   |

Note: Quit all open applications before beginning the installation. When installing in a computer running Windows NT 4.0, log on as a member of the Administrators group.

## **Installing Scanner Station Software**

- 1 Start Windows on the computer that will be used to run ScanRouter Station, and then insert the ScanRouter CD-ROM into the computer.

- The language selection dialog box appears.

Note: If the window does not appear, double-click on “Setup.exe” located on a root directory of the CD-ROM, to start the Installer.

- 2 Select the language of the application to be installed, and click [OK].

- 3 Click [ScanRouter Station].
- 4 When the [Welcome] dialog box appears, click [Next].
  - The license contract for this application is displayed.
- 5 Click [Yes].
- 6 When the [Destination for Installation Selection] dialog box appears, change the destination if required, and then click [Next].
- 7 Select the starting option and click [Next].
- 8 When selecting [Start after Logon], select the option to place a shortcut to this application in the [StartUp] folder.

Note: If placing a shortcut to this application in the [StartUp] folder, ScanRouter Station starts automatically after logging on. When installation is complete, the [Setup Completed] dialog box appears.

## ***Uninstalling Scanner Station Software***

If you want to save the documents in the user folder, back up the documents with ScanRouter Maintenance Tool before the uninstallation.

- 1 If ScanRouter Station is running, stop the station.
- 2 Delete ScanRouter from the computer using the [Add/Remove Programs] in Control Panel.
- 3 Delete the folder in which ScanRouter was installed.

Note: If the location of the folder has not been changed, the path name for this folder is "Program Files\ScanRouter".

***Notes:***

# ***Station Management and Operation***

## ***Chapter Overview***

This Chapter covers:

- “Starting and Stopping Scanner Station” on page 3-1
- “Environment Settings” on page 3-3
- “User Group” on page 3-6
- “Daily Operation” on page 3-14
- “Scanner Maintenance Tool” on page 3-16



## ***Starting and Stopping Scanner Station***

There are two ways to start ScanRouter Station:

- As an application after logging on to Windows,
- As a Service when Windows is started.

The setting for starting ScanRouter Station should be made during the installation, however, you can change this setting after the installation.

If the free disk space in the partition where this application is installed becomes less than 200MB, you will not be able to use the station until 200MB of free disk space becomes available.

### ***Starting as an Application after Logging on to Windows***

If delivering documents to file servers on the network, use the station user name to log on. If logging on with a different user name, a network drive mapping may change, or delivery documents may not be available due to the access privileges of the destination folder.

#### ***Starting the Station***

- 1 Click [Start], point to [Programs], point to the [ScanRouter] folder and click [ScanRouter Station].
- 2 When a message asks if you want to start ScanRouter Station, click [Yes].
  - After the station starts, the icon of ScanRouter Client Manager is displayed on the task bar.
  - If clicking [No], click [Start] from the main dialog box.

Note: ScanRouter Client Manager is the application to enable ScanRouter Client Software to receive documents. Starting or stopping ScanRouter Station affects operations made with ScanRouter Client Manager.

Note: When right-clicking on the icon of ScanRouter Client Manager, the [Exit] command appears. However, do not use this command to exit from ScanRouter Client Manager, or you will not be able to receive documents with ScanRouter Client Software.

### ***Stopping the Station***

- 1 Click [Start], point to [Programs], point to the [ScanRouter] folder and click [ScanRouter Station].
- 2 Click [Stop].
- 3 When a message asks if you want to stop the station, click [Yes].  
[Station Status] is switched to “Stopped” and you can exit from ScanRouter Client Manager.

### ***Start as a Service when Windows is Started***

You do not have to do anything if this option is selected. ScanRouter Station starts automatically when Windows is started. Starting or stopping ScanRouter Station affects operations made with ScanRouter Client Manager. No icon is displayed on the task bar when ScanRouter Station is running as a Service.

Note: If starting as a Service, delivery to file servers on the network is not possible.

### ***Changing the Starting Option***

To change the starting option, you must reinstall this application and select the option you want to use during the installation (this overwrites the old option). Follow the instructions to overwrite the application.

#### **Important**

- Do not uninstall ScanRouter Station Software before reinstalling. If you do, all registered information will be deleted.
- Make sure that ScanRouter Station is not running before beginning the reinstallation procedure.

## ***Environment Settings***

### ***Creating a Shared Folder as a Destination Folder***

To deliver a scanned document from the copier to a selected folder, you must first create a folder in the destination computer and set it as a shared folder.

A destination folder can be selected from two kinds of folder.

- A shared folder in the computer where ScanRouter Station Software is installed.
- A shared folder in file server located on the network.

Note: The user who starts ScanRouter Station must have the following access permission depending on the operating system in use where the share folder is located.

- Windows 95/98: [Full] access permission
- Windows NT 4.0: [Full] or [Change] access permission

Note: To deliver documents to the file server, a network drive must be mapped to the selected folder which is located in the file server.

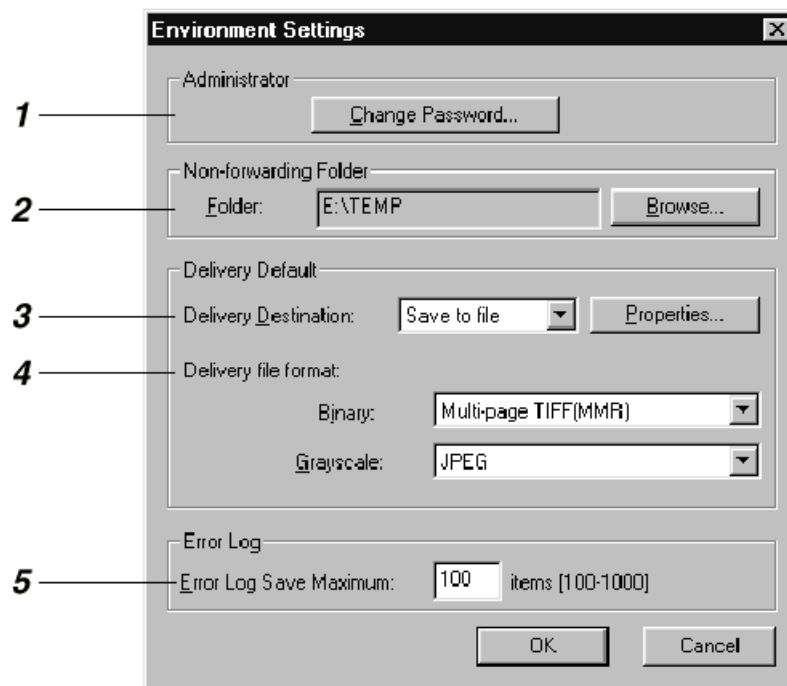
### ***[Environment Settings] Dialog Box***

You can change default settings such as the password for ScanRouter Station.

#### ***Displaying the [Environment Settings] Dialog Box***

1. Click [Start], point to [Programs], point to the [ScanRouter] folder and click [ScanRouter Station].
2. When a message asks if you want to start the station, click [OK].
3. Click [Environment Settings].
4. Enter the administrator password and then click [OK].

Note: When the installation is complete, just click [OK] because no password has been set.



### 1. Administrator

Click [Change Password] to change the administrator password. To prevent an inadvertent settings change, we recommend that you use this password function.

- The maximum length of the password is 8 characters.
- This password is the same as the password used in ScanRouter Maintenance Tool.

### 2. Non-forwarding Folder

Select a folder to hold documents that cannot be delivered to their destination folders.

- The file format used for saved documents is single page TIFF or JPEG.
- You cannot select a folder in the network as a non-forwarding folder. A non forwarding folder must be a folder in the computer where ScanRouter Station Software is installed.

### 3. Delivery Default

Select a document delivery type. This setting appears as the default delivery type when registering a user.

- **Save to File:**  
Documents are saved in the destination folder selected in [Delivery Destination] in the [User Settings] dialog box. You can set the default destination folder by clicking [Properties].
- **Folder:**  
Documents are saved in the user folder located in the station. The saved documents can be received by the client computer with ScanRouter Client Software.

### **4. Delivery File Format**

Select the file format to save documents. This setting appears as the default file format when registering a user.

### **5. Error Log**

Set the maximum number of error log items to be saved. When the number of items exceed this number, the oldest item is deleted.

## User Group

The way of delivered and saved documents depends on the user settings. To deliver documents from the copier, you need to register users with ScanRouter Station.

Note: After registering a user with ScanRouter Station, a user folder is created on the station. If “Folder” is selected in [Delivery Type], documents will be saved in the user folder.

It may be convenient for you to create a group if you want to deliver the same document to multiple users.

The maximum number of users and groups that can be registered is 99.

### Registering a User

- 1 Click [Start], point to [Programs], point to the [ScanRouter] folder and click [ScanRouter Station].
- 2 When a message asks if you want to start ScanRouter Station, click [Yes].
- 3 Click [User/Group].
- 4 Enter the administrator password and then click [OK].

Note: When the installation is complete, just click [OK] because no password has been set.
- 5 Click to select the Short ID number (001-099), and then click [Register].
  - You can also double-click the Short ID number.



Note: The Short ID number can be used to select the delivery destination from the copier. You can select the delivery destination with a simple process with this

number. The icon displayed in front of the user/group name represents: User Group.

- 6 When the [Registration Type Selection] dialog box appears, click [User] and then click [OK].
- 7 Enter the User name and make the appropriate settings.
- 8 When the settings are complete, click [OK].

### ***[User Settings] Dialog Box***



#### **1. User Name**

Enter the name of the user.

- The maximum length of the User Name is 14 characters.

##### **Limitations**

- The following characters cannot be used in the User Name:  
+ % # " & < > \ : /
- Starting with a space, and ending with a space or period (.) is not allowed in the User Name.
- A capital letter and a lower-case letter are considered to be the same.

#### **2. Short ID**

The Short ID number can be used to select the delivery destination from the copier and is displayed as a prefix to the User Name.

#### **3. Disk Used Space**

The disk space used by the user folder.

#### **4. Delivery Type**

From the drop-down menu, select a location where documents are delivered in case a user is selected as the delivery destination.

- Save to File:

Select this option if you want to deliver the documents to the destination folder in the computer. The destination folder can be selected in **[Delivery Destination]**.

- **Folder:**  
Select this option if you want to save the documents in the user folder on ScanRouter Station. The saved documents can be received by the client computer with ScanRouter Client Software.

### 5. Delivery Destination

Select a destination folder if “Save to File” is selected in **[Delivery Type]**.

A destination folder can be selected from shared folders located on ScanRouter Station, or located on file servers on the network.

- To deliver documents to the file server, a network drive must be mapped to the selected folder which is located in the file server.

### 6. Black & White Save Format

Select the file format of a Black & White image document from the drop-down list.

- A Black & White image is a document whose document type is set as “Text”, “Text/Photo”, or “Photo” when scanned from the copier.
- This option is available only when “Save to File” is selected in **[Delivery Type]**.

### 7. Grayscale Save Format

Select the file format of a Grayscale image document from the drop-down list. A Grayscale image is a document whose document type is set as “Gray Scale” when scanned from the copier.

- This option is available only when “Save to File” is selected in **[Delivery Type]**.

## Registering a Group

You can register multiple users to a group. It may be convenient for you to create a group when delivering the same document to multiple users. If you select a group for the delivery destination, documents are delivered to each of the users in the group. The delivery type varies depending on the settings of each user.

Note: The maximum number of users and groups that can be registered is 99.

- 1 Click **[Start]**, point to **[Programs]**, point to the **[ScanRouter]** folder and click **[ScanRouter Station]**.
- 2 When a message asks if you want to start ScanRouter Station, click **[Yes]**.
- 3 Click **[User/Group]**.
- 4 Enter the administrator password and then click **[OK]**.
- 5 Click to select a Short ID number (001-099), and then click **[Register]**.

You can also double-click the Short ID number.



- The Short ID number can be used to select the delivery destination from the copier. You can select the delivery destination with a simple process with this number.
- 6 When the [Register Type Selection] dialog box appears, click [Group] and then click [OK].
  - 7 Enter a group name in the [Group Name] box. The maximum length of the group name is 14 characters.
    - The following characters cannot be used in the Group Name: +%#’&<>\/:c Starting with a space, and ending with a space or period(.) is not allowed in the Group Name. A capital letter and a lower-case letter are considered to be the same.
  - 8 Click to select the user you want to add to the group from the [Non-member] list, and then click [←].
    - You can select multiple members using the SHIFT key or the CTRL key.
    - To delete a member from the group, click to select the member you want to delete from the [Group Member] list, and then click [→].
  - 9 When the group settings are complete, click [OK].

## ***Deleting a User/Group***

With this function, you can delete a user/group. If you delete a user, all saved documents in that user's folder will be deleted. When "Save to File" is selected in [Delivery Type] in the [User Settings] dialog box, the destination folder and the documents in that folder will not be deleted even if the user is deleted. After deleting a user, the user is also automatically deleted from any groups to which it belonged.

- 1 Click [Start], point to [Programs], point to the [ScanRouter] folder and click [ScanRouter Station].
- 2 When a message asks if you want to start ScanRouter Station, click [Yes].
- 3 Click [User/Group].
- 4 Enter the administrator password and then click [OK].
- 5 Click to select the user/group you want to delete, and then click [Delete].

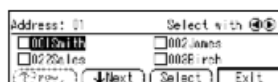
You can select multiple users/groups using the SHIFT key or the CTRL key.

- 6 After the confirmation message appears, click [OK].

### *Changing the User/Group Order on the Copier Panel Display*

You can change the order of users/groups in the [User/Group List] dialog box. This change will be reflected on the copier's Panel Display. It may be convenient for you to put frequent users on top of the list, or to segment users by department.

#### **Example: The copier panel display**



Short ID numbers remain the same after changing the order of the list.

- 1 Click [Start], point to [Programs], point to the [ScanRouter] folder and click [ScanRouter Station].
- 2 When a message asks if you want to start ScanRouter Station, click [Yes].
- 3 Click [User/Group].
- 4 Enter the administrator password and then click [OK].
- 5 Click to select the user/group, whose position on the list you want to change.
  - You can select multiple users/groups using the SHIFT key or the CTRL key.
- 6 Click [↑] or [↓].
  - You can also drag the line of the user/group to a different position.

### *Importing and Exporting User Information*

User settings can be saved as a CSV file format (Export), or can be edited by other applications and opened with ScanRouter Station (Import).

Only the user information is saved in the CSV file. You cannot import or export the group information.

#### **Import**

Imports the Short ID and User Name from the CSV file.

Only the Short ID and User Name settings are imported. Other items are not imported.

- 1 Click [Start], point to [Programs], point to the [ScanRouter] folder and click [ScanRouter Station].
- 2 When a message asks if you want to start ScanRouter Station, click [Yes].
- 3 Click [User/Group].
- 4 Enter the administrator password and then click [OK].
- 5 Click [Import].
- 6 Select the CSV file you want to import, and click [Open].
  - If the contents of the CSV file are not correct, an error message is displayed. Correct the error and import the CSV file again.
- 7 If you select the option of overwriting current Short ID numbers, a message asks if you want to continue this process every time. Click [OK] or [Cancel].
  - If you click [OK], the current Short ID and User Name settings are replaced with the contents of the CSV file. If you click [Cancel], the current Short ID and User Name settings are kept.
  - When overwriting the settings, saved documents are processed as follows:  
All documents saved in the user folders will be deleted.  
Neither the destination folders nor the documents in the destination folders will be deleted.

### Export

Writes the current User Settings to the CSV file.

We recommend that you edit the exported data with a text editor. When you import the exported data into some applications such as a spreadsheet, some characters may be treated as numerals so that the following errors may occur:

- First characters such as “0” and “+” may be ignored.
- The display style may be changed.

- 1 Click [Start], point to [Programs], point to the [ScanRouter] folder and click [ScanRouter Station].
- 2 When a message asks if you want to start ScanRouter Station, click [Yes].
- 3 Click [User/Group].
- 4 Enter the administrator password and then click [OK].
- 5 Click [Export].
- 6 Select the file you want to export and click [Save].

### CSV File Format

The information in the user folder can be imported/exported to the file format described below. Enter “ScanRouterUsr” in the first line of the CSV file, and enter the user information in the following lines. Information about each user item (A-K) must be separated with a comma (,) in each line.

ScanRouterUsr

A, B, C, D, E, F, G, H, I, J, K

A, B, C, D, E, F, G, H, I, J, K

|   | Exported Information from ScanRouter |
|---|--------------------------------------|
| A | User Name                            |
| B | Short ID (001-099)                   |
| C | -1                                   |
| D | FOLDER                               |
| E | Blank                                |
| F | Blank                                |
| G | Black & White Save Format            |
| H | Grayscale Save Format                |
| I | MAKE_THUMB                           |
| J | MANUAL_DELETE                        |
| K | Blank                                |

- When importing the data into ScanRouter Station, any characters (including space) can be used in items other than User Name and Short ID, however, each item must be separated with a comma (,).
- When exporting the data, the description for each item is added to the text of “ScanRouterUsr” in the first line, however, these items are not necessary and will be ignored when the data is imported.

## **Daily Operation**

### **Checking the Error Log**

While using ScanRouter Station Software, errors are saved in the error log. Examine the error log whenever improper actions or missed deliveries occur. You can change the number of items to be stored in the error log with the [Environment Settings] dialog box.

- 1 Click [Start], point to [Programs], point to the [ScanRouter] folder and click [ScanRouter Station].
- 2 When a message asks if you want to start ScanRouter Station, click [Yes].
- 3 Click [Error Log].
  - The [Error Log] dialog box appears.
- 4 To see additional detailed information about a log entry, double-click on the line you want to see.
  - The [Detailed Error Log] dialog box appears.
- 5 If the error log includes a document, click [Show] to see the first page of the image.

### **Deleting the Error Log**

Deletes all of the items saved to the log.

The log items are also deleted automatically, from the oldest item to the newest, when the number of items exceeds the value set in the [Environment Settings] dialog box.

- 1 Click [Delete All Log] in the [Error Log] dialog box.
- 2 Enter the administrator password and click [OK].
- 3 When a message asks if you want to delete the error log, click [OK].

## Non-forwarding Documents

Documents which cannot be delivered to their destination folders are saved in the non forwarding folder set in the [Environment Settings] dialog box. Administrators must check the folder periodically and take appropriate actions with the saved documents. You can configure the non-forwarding folder settings in the [Environment Settings] dialog box.

## Checking the Free Disk Space

When ScanRouter Station Software starts, the main dialog box shows the free disk space in the following drives:

- The drive where ScanRouter Station Software is installed
- The drive selected for the delivery destination

The information in the main dialog box is not refreshed automatically. Click **[Refresh]** to get an accurate description of the available hard disk space.



A shortage of free disk space may cause problems such as stopping the station or preventing delivery of documents to the destination folder. Check the amount of available hard disk space periodically to make sure the required amount of free space is available.

When the amount of available hard disk space reaches the limits described below, the drive information is displayed in red and documents will not be delivered to the destination folders (the documents will be saved in the non-forwarding folder).

- 200MB for the drive where ScanRouter Station Software is installed
- 50MB for the drive on the network computer

Keep 200MB or more free disk space in the selected drive where the non-forwarding folder is located, because documents which cannot be delivered to their destination folders are saved in the non-forwarding folder.

There is a possibility that a large-sized document may not be delivered even if there is enough free disk space.

If the free disk space in the drive, where this application is installed, becomes less than 200MB, the station stops until the free disk space becomes available.

The icon of the non-connected network drive is marked by an X and “Disable” is displayed in the [Free Space] column.

## **Scanner Maintenance Tool**

With Maintenance Tool which comes with ScanRouter Station Software, you can initialize the system or make a backup.

To start ScanRouter Maintenance Tool, click [Start], point to [Programs], point to the [ScanRouter] folder and click [ScanRouter Maintenance Tool].

Make sure that ScanRouter Station is stopped when starting ScanRouter Maintenance Tool.

### **[Initialization]**

Returns ScanRouter Station settings to their default values, the way they were immediately after installation. All information about registered users, and all saved documents are deleted.

### **[Folder Initialization]**

Moves the saved documents from the user folder to the selected folder, and initializes the user folder. Click this button to show the folder selection dialog box, and then select the destination folder.

### **[Backup]**

Backs up all information about the system. Click this button to show the folder selection dialog box, and then select the folder to be backed up.

- Select a folder which contains no sub-folders or files.

### **[Restore]**

Restores all information about the system that was backed up. Click this button to show the folder selection dialog box, and then select the folder where the backup data was stored.

- All new data which has been registered since the backup will be deleted.

### **[Error Log Write Selection]**

Writes an error log in CSV file format.

### **[Change Administrator Password]**

Click this button to change the administrator password.

- The maximum length of the password is 8 characters.
- This password is the same as the password used in ScanRouter Station.



***Notes:***



# ***User Tools***

## ***Chapter Overview***

This Chapter covers:

- “Enabling Delivery Option” on page 4-1
- “Adjusting Delivery Settings” on page 4-2
- “Items for Scanner Setup” on page 4-5
- “Resolutions and Original Sizes” on page 4-7
- “Registering Items for Scanner Setup” on page 4-8

## Delivery Scanner Setup

To use the copier as a network delivery scanner, it must be configured for use as both a network scanner and a delivery scanner.

First, see the “Operating Instructions” that comes with Scanner Option Type270 for instructions on setting up the network scanner, and then configure the delivery scanner settings.

The following settings are required to use the copier as a network delivery scanner.

- When using the copier as a delivery scanner, initial network settings are required in addition to the settings described below. If the setup has not been completed yet, see the “Operating Instructions” that comes with Scanner Option Type270 for information on how to do this.

To use the copier as a network delivery scanner, the following items should be configured:

- Settings of the items marked as required are necessary for delivery and must be configured. Settings of other items can be changed if required.

| Setting Item              | Required |
|---------------------------|----------|
| Delivery option           | X        |
| Delivery Server Address   | X        |
| Function Priority         |          |
| TWAIN Connection Time Out |          |
| Scanner Auto Clear Time   |          |
| Date                      |          |
| Auto Address Update       |          |
| Measurement Unit          |          |

### Enabling Delivery Option

First, select [Installed] for the Delivery Option. If you do not do this, you will not be able to change any delivery settings.

- 1 Press [User Tools/Counter].
- 2 Press [5] on the Number keys.
  - The [Scanner Features] menu appears.
- 3 Press [Config.].

- 4 Press [↓Next] several times to display [7.Delivery option], and then press [OK].
- 5 Press [↓], and select [Installed].
  - The current setting is displayed with “\*”.
- 6 Press [OK].
- 7 Press [PrevMenu].
- 8 Press [PrevMenu] and press [Exit].
- 9 Turn off the copier’s main switch and then turn it on.
  - Now it is ready to adjust the delivery settings.

### Adjusting Delivery Settings

- 1 Press [User Tools/Counter].
- 2 Press [5] on the Number keys.
  - The [Scanner Features] menu appears.
- 3 Set the IP address of Scan-Router Station.
  - Press [Network].
  - Press [↓Next] several times to display [7. Delivery Server Address], and then press [OK].
  - Enter the IP address of Scan-Router Station.  
To move between each field, press the Cursor keys. If you make a mistake, press [Clear/Stop] and try again.
  - Press [OK].  
The IP address of ScanRouter Station has been set.
  - Press [PrevMenu].
- 4 Press [Config.].
  - Next, adjust the settings for the scanner-side operations.
- 5 Select a priority setting from Delivery/TWAIN functions.
  - Select the display mode when switching the copier to a scanner. If you want to use the machine only as a delivery scanner, select [Delivery]. If the machine is used as a TWAIN scanner and scans are made from the copier, select [TWAIN].
  - Make sure that [1.Function Priority] is displayed, and then press [OK].
  - Press [↑][↓] to display [Delivery] or [TWAIN], and then press [OK].

- 6** Set the time for the [TWAIN connection time out].  
There are two options to comply with the scan request to the TWAIN scanner while the copier is being used as a delivery scanner.
- Switching to a TWAIN scanner immediately.
  - Switching only after the specified timeout period has passed since the last operation was made with the scanner.
  - Press [↓Next] several times to display [2.TWAIN connection time out], and then press [OK].
  - Press the Cursor keys, and select “Off” or “On”.  
If you want to switch immediately, select “Off”, or if you want to switch only after the specified timeout period has passed since the last operation was made with the scanner, select “On”.
  - If “On” is selected, set the timeout period (3-30 seconds) to switch to the TWAIN scanner with the Number keys.  
If the scan request to a TWAIN scanner is made, the scanner will be switched to the TWAIN scanner only after the timeout period has passed since the last operation was made with the scanner.
  - Press [OK].
- 7** Set the time for the [Scanner Auto Clear Time] option.  
You can automatically cancel the settings and return to the main menu after a specified amount of time has passed since the last operation was made with the scanner. If you want to clear the settings, the length of time should be set.
- Press [↓ Next] several times to display [3. Scanner Auto Clear Time], and then press [OK].
  - Press the Cursor keys, and select “Off” or “On”.  
If you want to keep the current settings, select “Off”, or if you want to cancel the current settings and return to the main menu after the specified time has passed, select “On”.
  - If “On” is selected, input the length of time (10-999 seconds) until returning to the main menu.
  - Press [OK].
- 8** Set the current date and time.
- Press [↓Next] several times to display [4.Date], and then press [OK].
  - Input the current date and time.  
To move between each field, press the Cursor Keys.
  - If you make a mistake, press [Clear/Stop] and try again.Press [OK].
- 9** Select the automatic update option for the address book.

With this option, you can update the address book information automatically when selecting a destination and a sender from the address book.

If [Auto Address Update] is disabled, the address book information is updated only when the copier's operation switch is turned on.

- If updating the address book automatically, you can use the latest address book. If the address book is changed frequently, select [Auto Address Update].
- If the address book is not changed frequently, disable [Auto Address Update] so that you do not have to wait for the address book to be updated unnecessarily.
- If [Auto Address Update] is disabled, be sure to turn the copier's operation switch off then on to update the copier's address book after the station's address book has been changed. If the station's address book has been updated, none of the documents will be delivered and they will be saved in the non-forwarding folder until the copier's address book is updated.
- Press [↓Next] four times to display [8. Auto Address Update], and then press [OK].
- Press [↑] or [↓] to display [On] or [Off], and then press [OK].

**10** Select the measurement unit. In this option, you can select “mm” or “inch” as the measurement unit for scanning custom-sized originals.

- Press [↓Next] to display [9. Measurement Unit], and then press [OK].
- Press [↑] or [↓] to display [mm] or [inch], and then press [OK].

**11** Press [PrevMenu].

**12** Press [PrevMenu], and then press [Exit].

- The copier is now ready to be used as a network delivery scanner.



## Scanner Setup

You can register scanner settings (density, original type, resolution, and original size), which are selected when scanning. If registering the settings in advance for the frequently scanned types of originals, you can select these settings easily when delivering a document.

- Up to three custom settings can be registered as “User1”, “User2”, and “User3”.
- The setting registered as “Default” becomes the default scanning setting. If no setting has been selected when delivering a document, the original is scanned with the setting registered as “Default”.

### Items for Scanner Setup

There are four items in scanner settings as follows:

- Density
- Original Type
- Resolution
- Original Size

#### Density

The density for scanning originals. Select from seven levels, from “Lighter (1)” to “Darker (7)”. The default setting is the middle density.

#### Original Type

Originals are scanned using the settings appropriate for that type. The default setting is “Text”.

- Text  
For originals containing a high-contrast black-and-white image such as text.
- Text/Photo  
For originals containing both a high contrast black and white image such as text, and a half-tone image such as a photograph or a drawing.
- Photo  
For originals containing a half-tone image such as a photograph or a drawing (Black & White).
- Gray Scale  
For originals containing a half-tone image such as a photograph or a picture (Grayscale).

If “Photo” is selected, the image is scanned in a Black & White mode, and if “Gray Scale” is selected, the image is scanned in a Grayscale mode. In general, Black & White is suitable for printing and Grayscale is for displaying on the computer screen.

### **Resolution**

Select from 100dpi, 200dpi, 300dpi, 400dpi, and 600dpi. The default setting is “100dpi”.

- If scanning at a high resolution, the scanned image quality is high but the size of the data is large. When processing a large amount of data, ScanRouter Station and the entire system may take a long time. Be sure to select the appropriate resolution for that image.

### **Original Size**

Select a scanned area. The default setting is “Auto Paper Select”.

- Auto Paper Select Scanning an original size using the copier’s Auto Paper Select function.
- A3 S, A4 S, A4 R, A5 S, A5 R, 11x17 S, 8 1/2 x14 S, 8 1/2 x13 S, 8 1/2 x11 S, 8 1/2 x11 R, 5 1/2 x8 1/2 S, 5 1/2 x8 1/2 R, JIS B4 S, JIS B5 S, JIS B5 R, Custom Size.  
If the paper size is selected from above, the original is scanned at the selected size regardless of the original size.
- If [Custom Size] is selected, you can use either “mm” or “inch” as the measurement unit to specify the scanned area.
- The measurement unit setting can be adjusted in [Configuration] in the [Scanner Features] menu.

## Resolutions and Original Sizes

In some cases, a large-sized original cannot be scanned at high resolution. If the following message appears after the scan fails, adjust the scanner settings and then scan the original again. The relationship between resolutions and original sizes are as follows:

- When “Text”, “Text/Photo”, or “Photo” is selected as an Original Type: Scanning is possible with all combinations up to A3, or 600dpi.
- When “Grays Scale” is selected as an Original Type: Scanning is possible in combinations marked with “\*” in the following table.

|           | 100 dpi | 200 dpi | 300 dpi | 400 dpi | 600 dpi |
|-----------|---------|---------|---------|---------|---------|
| A3        | •       | •       |         |         |         |
| JIS B4    | •       | •       |         |         |         |
| A4        | •       | •       | •       |         |         |
| JIS B5    | •       | •       | •       |         |         |
| A5        | •       | •       | •       | • *     |         |
| Ledger    | •       | •       |         |         |         |
| Legal     | •       | •       |         |         |         |
| FOOLSCAP  | •       | •       |         |         |         |
| Letter    | •       | •       | •       |         |         |
| Statement | •       | •       | •       | • *     |         |

\* When setting the original in the Document Feeder, scanning is not possible with this combination.

### ***Registering Items for Scanner Setup***

- 1 Press [User Tools/Counter].
- 2 Press [5] on the Number keys.
  - The [Scanner Features] menu appears.
- 3 Press [Scan].
- 4 Use the Number keys to enter the number of the scanner settings to be configured.
  - The density option is displayed as the first item of the scanner settings.
- 5 To display the item you want to set up, press [↑Prev.] or [↓Next], and then press [OK].
- 6 Press Cursor keys or [↑][↓] to select the value, and then press [OK].
  - The following is an example of the density setting.
  - The following is an example of the resolution setting.
- 7 Repeat steps 5 and 6, and set up other items as well.
- 8 Press [PrevMenu] if all settings are complete.
- 9 If registering other user numbers as well, repeat steps 4 - 8.
- 10 Press [PrevMenu] if the registration is complete.
- 11 Press [PrevMenu], and then press [Exit].

### ***Selecting [Custom Size] as the Original Size***

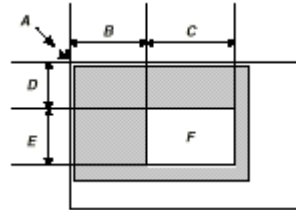
If [Custom Size] is selected for an original size, you can use either “mm” or inch” as the measurement unit to specify the scanned area.

The measurement unit setting can be adjusted in [Configuration] in the [Scanner Features] menu.

- 1 Display [Custom Size] on the original size selection display, and then press [OK].
- 2 Input the length from the reference position to the starting point, and the length of the scanned area, with the Number keys and then press [#].
  - The following is an example with “mm” selected as the measurement unit.
  - After pressing [#], the cursor is moved to the next field. Or, you can press or to

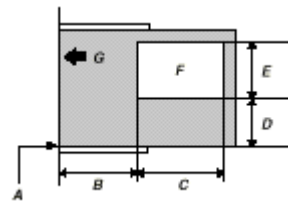
move the cursor. A reference position is defined as the place where the original is set, as illustrated below:

- On the platen glass



- A. Reference position
- B. Horizontal starting position
- C. Horizontal scanning position
- D. Vertical starting position
- E. Vertical scanning position
- F. Scanned area

- In the Document Feeder (ADF)



- A. Reference position
- B. Horizontal starting position
- C. Horizontal scanning position
- D. Vertical starting position
- E. Vertical scanning position
- F. Scanned area

- G. Direction to Set Original

The maximum scanned area is 297mm (W) x 432mm (L). Make sure that the scanned area is smaller than this area.

**3** Press [OK] after you input all the values.

*Notes:*

# ***Delivering Originals***

## ***Chapter Overview***

This chapter covers:

- “Delivery Settings” on page 5-1
- “Setting Originals” on page 5-3
- “Setting the Direction of the Originals” on page 5-8
- “Changing the Scanner Settings Temporarily” on page 5-9



## Delivery Settings

You can deliver the scanned image of the originals to users registered in ScanRouter Station.

- Scanned originals are forwarded from the copier to ScanRouter Station, and then delivered to the selected users.
- The delivery type from ScanRouter Station to the users varies depending on the station settings.

- 1 Set originals.
- 2 Press [Scanner].
- 3 If the TWAIN scanner mode display appears, Press [Cancel].
  - The TWAIN scanner mode display appears if the TWAIN mode is selected in [Function Priority] in the [Scanner Features] menu.
  - After switching to delivery mode, the following display appears.
- 4 Select scanner settings (density, original type, resolution, and original size).
  - The currently selected settings are listed on the third line of the display. If these settings are correct, go to step 5 to select a delivery destination. Follow the steps below if you want to change the settings.
  - If you want to cancel the operation and start again, press [Clear Modes].
  - Press [Menu].
  - Press Cursor keys, and select a scanner setting from “User1”, “User2”, or “User3”, and then Press [OK].

Up to three custom settings can be registered as “User1”, “User2”, or “User3” in Scanner Setup mode. If registering the appropriate settings for the frequently scanned originals in advance, you can select these settings easily.

To change the scanner settings temporarily, select [Manual Setup] and then press [Settings]. When the scanner setup mode display appears, adjust the scanner settings.

- 5 Select a delivery destination.
  - Press [Address].
  - The Short ID and the name of each user/group registered in ScanRouter Station are displayed.
  - If [Auto Address Update] is enabled, the address book is re-placed with the latest one.
  - Select the user/group for the delivery destination with the Cursor keys. If you know the Short ID of the user/group (001-099) you want to select, input the number with the Number keys. If you don't know the Short ID, display the user/group by pressing [↑Prev.] or [↓Next], and then select the user/group with or

use the Cursor keys.

- The order of users/groups on the display can be changed with ScanRouter Station.
- Press [Select]. The selected user/group is specified as a delivery destination, with a ' mark in the check box. Press [Select] to cancel the selection.
- When delivering multiple users/ groups, repeat the first two bullets in step 5.
- When all the delivery destinations are set, press [Exit]. The selected destination appears on the second line of the display. If multiple delivery destinations have been selected, you can view them with or

### 6 Select a sender (where the original is delivered from).

- After selecting a sender, the sender's name can be found when receiving or viewing documents from the delivery destination.
- The sender's column will be blank if no sender is specified.
- Select a single sender from the users/groups registered in ScanRouter Station.
- Press [Sender]. The Short ID and the name of each user/group registered in ScanRouter Station are displayed.
- Select a user/group for the sender with the Cursor keys. If you know the Short ID of the user/group (001-099) you want to select, input the number with the Number keys. If you don't know the Short ID, display the user/group by pressing [↑Prev.] or [↓Next], and then select the user/group with the Cursor keys.
- Press [Select]. The selected user/group is specified as a sender, with a ' mark in the check box. Press [Select] to cancel the selection.
- Press [Exit].

### 7 When originals are set in position or when scanning 2-sided originals, select the correct direction of the original from the copier as follows:

- Press [1↔2].
- Select the direction of the original, and then press [OK].

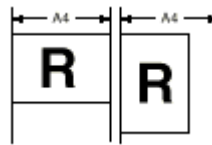
### 8 Press [Start]. The scan begins.

- To cancel the scan, press [Clear/Stop]. After the scan is canceled, all the scanned data is deleted and no delivery is made.
- When placing the originals on the platen glass, there is another page to scan, place the original and press [Start]. If there is no page to scan, press [Finish].
- After the scan is complete, the display returns to the scanner settings menu and the scanned data is delivered to ScanRouter Station.
- If you do not press [Start] or [Finish] within one minute after scanning, the scan is regarded as finished, and only the scanned pages are delivered to ScanRouter Station.

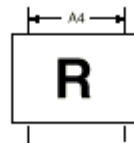
## Setting Originals

The originals can be placed in either portrait or landscape position for scanning, however, if you want the original to appear with the appropriate direction on the computer display, be sure to place the original correctly on the scanner. The direction of the original to be set depends on the width of the originals as follows:

A4 size (297mm) or narrower width:



A4 size (297mm) or wider width:

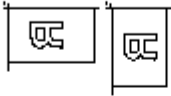
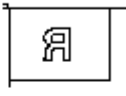


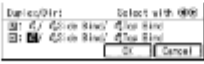



Depending on the direction of the original to be set on the scanner, you need to select the correct direction from the copier for delivery. After changing the direction setting, the scanned image can be rotated by the copier so that the original appears correctly on the computer display.

- The document feeder (ADF) is required to scan 2-sided originals.
- If the document feeder (ADF) is not installed, “2 Side Bind” or “2 Top Bind” on the panel display appear dimmed and cannot be selected.

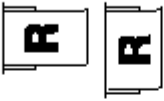

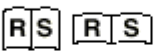

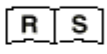





## Scanning 1 Sided Originals

Direction setting depends on the width of the originals as follows:

| Width of the Originals  | A4 (297mm) or narrower   | Wider than A4 (297mm)   |
|---|--|---|
| Setting originals on the Platen Glass<br>⇒ P.42 "Setting Originals on the Platen Glass"                   | Place the original face down and align its upper side with the left side of the platen glass.<br>             | Place the original face down and align its upper side with the rear side of the platen glass.<br>                      |
| Setting originals in the Document Feeder (ADF)<br>⇒ P.42 "Setting Originals in the Document Feeder (ADF)" | Set the originals face up with the top edge of the document in the document feeder (ADF).<br>                 | Set the originals face up and align the top edge of the originals with the rear side of the document feeder (ADF).<br> |
| Setting the Direction of the Originals<br>⇒ P.44 "Setting the Direction of the Originals"                 | Select [D1] in [M].<br> <p><b>Note</b><br/> <input type="checkbox"/> This setting is set as the default.</p> | Select [D1] in [M].<br>  |

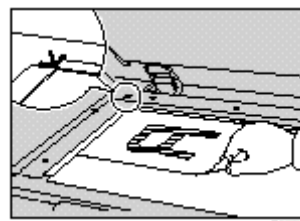
## Scanning 2-Sided Originals

Direction setting depends on the width of the originals as follows:

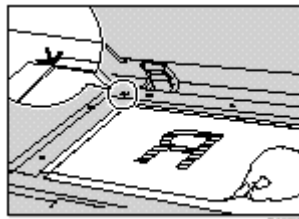
| Width of the Originals  | A4 (297mm) or narrower  | Wider than A4 (297mm)  |
|---|---|--|
| Setting originals in the Document Feeder (ADF)<br>⇒ P.42 "Setting Originals in the Document Feeder (ADF)" | Set the originals face up with the top edge of the document in the document feeder (ADF).<br>  | Set the originals face up and align the top edge of the originals with the rear side of the document feeder (ADF).<br>  |
| Setting the Direction of the Originals<br>⇒ P.44 "Setting the Direction of the Originals"                 | Side-bound Originals<br><br>Select [ <input type="checkbox"/> Side Bind] in [L].<br> | Side-bound Originals<br><br>Select [ <input type="checkbox"/> Side Bind] in [L].<br> |
|   | Top-bound Originals<br><br>Select [ <input type="checkbox"/> Top Bind] in [L].<br>   | Top-bound Originals<br><br>Select [ <input type="checkbox"/> Top Bind] in [L].<br>   |

## Setting Originals on the Exposure Glass

- 1 Lift the platen cover/document feeder (RADF).
  - Be sure to open the platen cover/document feeder (RADF) by more than 30 degrees, otherwise the original size will not be detected.
- 2 Place the original face down and align its upper left corner with the reference mark in the upper left corner of the Exposure Gglass.
  - Width of the original is A4 (297mm) or narrower



- Width of the original is wider than A4 (297mm)

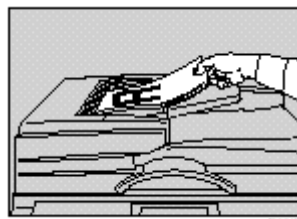


- With this setting, you need to select the correct direction from the copier for delivery.

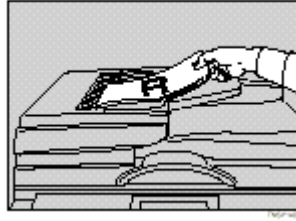
3 Close the platen cover/document feeder (RADF).

### ***Setting Originals in the Document Feeder (RADF)***

- 1 Adjust the guide to the original size.
- 2 Set the aligned originals face up (if 2-sided originals, first-page up) in the document feeder (RADF).
  - You can set the originals with different horizontal sizes if their vertical sizes are the same.
  - The stacked originals set in the document feeder (RADF) are scanned from the top page.
  - Width of the original is A4 (297mm) or narrower



- Width of the original is wider than A4 (297mm).



With this setting, you need to select the correct direction from the copier for delivery.

If scanning 2-sided originals, you need to select the correct direction from the copier for delivery, regardless of the direction to be set on the scanner.

## ***Setting the Direction of the Originals***

When originals are set in direction or when scanning 2-sided originals, select the correct direction of the original from the copier as follows:

- 1 Press [1↔ 2].
- 2 Select the appropriate combination from the [Duplex/Dir] menu with the Cursor keys.
  - Setting the Direction of the originals If the originals are set in the direction, select from the upper line options, and if set in the direction, select from the lower line options.
  - 1-sided/2-sided originals If scanning 1-sided originals, select [1].
  - If scanning 2-sided originals, select [Side Bind] or [Top Bind] depending on the binding position of the originals. •
- 3 Press [OK].



## ***Changing the Scanner Settings Temporarily***

Scanner settings can be selected from “User1”, “User2”, or “User3” which were registered in advance, however, you can change these settings temporarily when scanning.

- 1 Press [Menu] on the delivery scanner mode display.
- 2 To change the scanner settings temporarily, select [Manual Setup] and then press [Settings].
  - When the scanner setup mode display appears, adjust the scanner settings.
- 3 Select the item you want to change with the Cursor keys and then press [OK].
- 4 Press the Cursor keys to select the option, and then press [OK].
  - The display returns to the scanner setup mode.
- 5 If changing the another item's setting as well, repeat step 3 - 4.
- 6 Press [Exit] when all the settings are complete.
- 7 To change the scanner settings temporarily, select [Manual Setup] and then press [OK].

***Notes:***

# ***Client Operation***

## ***Chapter Overview***

This chapter covers:

- “System Requirements” on page 6-1
- “Setting up the Reception Environment for Client Software” on page 6-1
- “Receiving Documents” on page 6-4
- “Client Software Properties” on page 6-7

## ***Receiving Documents with Client Software***

With ScanRouter Client Software installed in a client computer, you can receive documents saved in a user folder in ScanRouter Station.

After receiving documents with the client computer, the saved documents in ScanRouter Station will be deleted.

### ***System Requirements***

The computer running Client Software must meet the following system requirements:

#### **CPU**

Pentium 133MHz or faster

#### **RAM**

24MB minimum (64MB recommended)

#### **Hard Disk Space**

At least 2.6MB of disk space is required for installation.

50MB or more free disk space is required to run Client Software.

#### **Operating Systems**

- Microsoft Windows 95
- Microsoft Windows 98
- Microsoft Windows NT Workstation 4.0

#### **Protocols**

TCP/IP protocol

## ***Setting up the Reception Environment for Client Software***

### ***Installing Client Software***

Follow the steps below to install ScanRouter Client Software.

Note

- Quit all open applications before beginning the installation.
- When installing in a computer running Windows NT 4.0, log on as a member of the Administrators group.

- 1 Start Windows on the computer where you want to install this application, and then insert the ScanRouter CD-ROM into the computer.

- The language selection dialog box appears.

Note: If the window does not appear, double-click on “Setup.exe” located on a root directory of the CD-ROM, to start the Installer.

- 2 Select the language of the application to be installed, and click [OK].
- 3 Click [ScanRouter Client Software].
- 4 When the [Welcome] dialog box appears, click [Next].
- 5 Follow the instructions displayed on the screen.

### Setting up the Reception Environment

After installation, you need to set up ScanRouter Station, select the user folder, and configure the reception environment.

- 1 Click [Start], point to [Programs], point to the program folder, which was selected during the installation process, and then click [ScanRouter Client Software].
  - The [ScanRouter Client Software Login] dialog box appears.



- 2 Configure each of the options.
  - Enter the IP address or the host name of ScanRouter Station in the [Delivery Station] box.
  - Ask ScanRouter administrator for details.

Note: If a DNS server or WINS server is not used, Client Software may take a long time to start if an IP address is not entered.

ScanRouter Station can be selected from the network tree which is displayed by clicking [Browse]. However, the list shows only computer names. If the computer name set in ScanRouter Station and the host name are different, directly enter the IP address or the host name.

- Click [Browse] located on the right of the [User] box. A list of user folders created in ScanRouter Station is displayed.
- Click to select the user folder where documents are saved, and then click[OK].
- Leave the [Password] box blank and click to select the [Save Password] check box. If this check box is not selected, the password request dialog box appears every time Client Software starts.
- Click [OK]. The settings for the folder is now complete. The icon for Client Software is displayed on the taskbar. Next, configure the settings for document reception.

- 3 Right-click Client Software icon on the taskbar, and then click [Properties] from the pop-up menu.

The properties of Client Software are displayed.



- 4 Set the time interval to check and receive documents in the [Reception] tab.
- Select the [Reception Mode] option.



- If you select [Automatic Reception], Client Software periodically checks the reception status of the selected folders in ScanRouter Station, and receives new documents automatically. When you select this option, [Automatic Reception Interval] must be configured as well. If you want to receive documents manually, select [No Automatic Reception].
- Configure other settings.

- 5 Configure settings in the [Application] tab and the [Save] tab.

- The saving location for received documents can be selected by [File Save Path] in the [Save] tab.

**6** When all of the settings are complete, click [OK].

- Now Client Software is ready to receive documents.

### **Exiting from Client Software**

With the following procedure, you can exit from Client Software.

- 1** Right-click Client Software icon on the taskbar, and then click [Exit] from the pop-up menu.

## **Receiving Documents**

With ScanRouter Client Software, you can receive documents saved in the user folder on ScanRouter Station. The documents can be received automatically or manually.

- When receiving documents with Client Software, make sure that the Scan-Router Station setting is configured to save documents in the user folder.
- After the client computer receives the documents, the saved documents in ScanRouter Station will be deleted.
- The received documents are saved in the hard disk of the client computer. There is a possibility the available free disk space will become full if documents are not removed from the hard disk regularly.
- The received documents are saved to the location set in the [Save] tab in the [ScanRouter Client Software Properties] window.

### **Receiving Documents Automatically**

Click [Automatic Reception] in [Reception Mode] in the [Reception] tab in the [ScanRouter Client Software Properties] window in advance. Client Software acquires information from ScanRouter Client Software at the specified interval, set in [Automatic Reception Interval] in the [Reception] tab, and receives new documents automatically.

- 1** Make sure that Client Software icon is displayed on the taskbar. If no icon is displayed, follow the steps below to start Client Software.
  - Click [Start], point to [Programs], point to the [ScanRouter] folder, and click [ScanRouter Client Software]. The icon appears on the taskbar.



- Client Software acquires information from ScanRouter Client Software at the specified interval, set in [Automatic Reception Interval] in the [Reception] tab, and receives new documents automatically. After receiving documents, a reception notification, whose style is defined in the [Reception] tab in the [ScanRouter Client Software Properties] window, will be delivered.



### Receiving Documents Manually

Documents are received manually if [No Automatic Reception] is selected in [Reception Mode] in the [Reception] tab in the [ScanRouter Client Software Properties] window in advance, or if you want to check for and receive documents immediately.

- 1 Make sure that Client Software icon is displayed on the taskbar. If not, follow the steps below to start Client Software.
  - Click [Start], point to [Programs], point to the [ScanRouter] folder, and click [ScanRouter Client Software]. The icon appears on the taskbar.



- 2 Double-click the icon, or right-click the icon and click [Reception] from the pop-up menu. After a moment a notification will be displayed.
  - When receiving new documents:  
You will receive a notification whose style is defined in the [Reception] tab in the [ScanRouter Client Software Properties] window.
  - When there are no documents:  
The pop-up dialog box notifies you that there are no received documents.
  - If the document file size is large, station-side processing and document delivery may take a long time.

### Opening a Received Document

When receiving a document from ScanRouter Station, you will receive a notification whose style is defined in the [Reception] tab in the [ScanRouter Client Software Properties] window. Open a new document to check the contents. If selecting [Popup] in [Notify on Reception]. The notification message will appear. Follow the instructions below depending on the settings in the [Application] tab.

- If Launch application has been selected:  
After clicking [OK], the application starts to open the document. When receiving multiple documents at once, all of the documents are opened.
- If no application has been selected:  
Only a notification is delivered. To open the document, use an application which is suitable for the file format of the document.

### Document File Name

Received documents are saved in the folder selected in [File Save Path] in the [Save] tab. A document file name reflects the setting in [Format] in the [Save] tab as follows:

#### Sender\_mmddhhmmss\_n.xxx

- Sender:  
The name of the user or group selected as the sender when scanning a document from

the copier. If no sender has been selected, this part is blank.

- mmddhhmmss:  
Date and time when the document has been saved in ScanRouter Station.
- n:  
If the received file uses a single page format, this number represents the page number. If the received file uses a multi-page format, this number represents the total number of pages in the document.
- xxx:  
The file format (tif, dcx, pcx, bmp, pdf, jpg).  
For example, if a 2-page document in single page TIFF format, sent from “ABC” was received on April 1, at 12:34:56, the document is saved in two files as below:  
ABC\_0401123456\_1.tif  
ABC\_0401123456\_2.tif  
If the same document was received in PDF format, the document is saved in the following file.  
ABC\_0401123456\_2.pdf

## Client Software Properties

### [Log in] Tab



#### 1. Delivery Station

Enter the IP address or the host name of ScanRouter Station. If a station and a client computer exist in the same network segment, you can select the station from the network tree in which is displayed by clicking [Browse].

##### Limitation

Some network environments may not support the [Browse] function. In this case, enter the IP address or the host name of ScanRouter Stations.

If a computer name and the host name are different, enter the IP address or the host name of Scan-Router Station.

#### 2. User

Enter the name of the user folder where received documents are saved. By clicking [Browse], you can select the folder from the list of user folders located in ScanRouter Station.

#### 3. Password

This item is not used, we recommend that you leave it blank.

#### 4. Save Password

Select this check box in ScanRouter. If not selected, the password request dialog box appears every time Client Software starts.

#### 5. Arrow Key

If receiving documents from two or more ScanRouter Station or from two or more user folders, click this button to add another station or user folder.

- Up to ten stations and user folders can be selected.

### [Reception] Tab



#### 1. Reception Mode

Configures the way that documents are received by Client Software.

- **Automatic Reception:**  
Client Software periodically acquires information about the reception status of the selected folder in ScanRouter Station, and receives new documents automatically. When you select this option, [Automatic Reception Interval] must be configured as well.
- **No Automatic Reception:**  
If you want to receive documents manually, select this option.

#### 2. Automatic Reception Interval

Configures the interval setting (1-60 minutes) for acquiring information from ScanRouter Station when [Automatic Reception] is selected.

#### 3. Notify on Reception

Select the type of document reception notification. Multiple options can be selected.

- **Popup:**  
Displays the pop-up dialog box. If the Launch application has been selected in the [Application] tab, you can start the application from this dialog box to open the document.
- **Sound:**  
Causes the computer to beep when a document is received.

**[Application] Tab**



1. **Launch Application Selection**  
Sets the application to open received documents.
  - **Choose Application:**  
When selecting [Launch Application] from the pop-up menu of the icon on the taskbar, the application selected in [Application Path] starts. If [Popup] is selected in [Notify on Reception] in the [Reception] tab, you can start the application from the notification dialog box to open the received document.
  - **Do Not Launch:**  
No application is configured to open received documents. [Launch Application] in the pop-up menu appears dimmed.
2. **Application Path**  
Enter the path of the application you want to start. Or after clicking [Browse], you can select the path from the list in the [Launch Application Selection] dialog box. If the application is not displayed, click [Browse] in the [Launch Application Selection] dialog box to find the application.
  - Some applications, such as Paint, may not support this function.

### [Save] Tab



1. File Save Path  
Enter the full path for saving received documents. Or after clicking [Browse], you can select the path from the list in the [Browse Folder] dialog box.
2. Format  
Select the image data format for saving received documents. Two image data formats are used: Black & White and Grayscale. If you select "Text", "Text/Photo", or "Photo" when scanning a document from the copier, the document will be saved in Black & White image data format. If you select "Gray Scale" when scanning a document from the copier, the document will be saved in Grayscale image data format.
  - If "Do Not Change Received Data Format" is selected, the document will be received as a TIFF or JPEG file, depending on the copier's setting.

## ***Displaying Documents in the Shared Folders***

Documents which are delivered from ScanRouter Station to the destination folders can be opened from the client computer through the network. The user who opens the documents in the destination folder must have “Read” permission for that folder.

### **Document File Name**

Delivered documents in the shared folders are saved in the following format, depending on each user’s [Black & White] and [Grayscale] image data format settings.

#### **Sender\_mmddhhmmss\_nnn.xxx**

- **Sender:**  
The name of the user or group selected as the sender when scanning a document from the copier. If no sender has been selected, this part is blank.
- **mmddhhmmss:**  
Date and time when the document has been saved in ScanRouter Station.
- **nnn:**  
If the received file uses a single page format, this number represents the page number. If the received file uses a multi-page format, this number represents the total number of pages in the document.
- **xxx:**  
The file format (tif, dcx, pdf, jpg). For example, if a 2-page document in single page TIFF format, sent from “ABC” was received on April 1, at 12:34:56, the document is saved in two files as below:  
ABC\_0401123456\_001.tif  
ABC\_0401123456\_002.tif  
If the same document was received in PDF format, the document is saved in the following file.  
ABC\_0401123456\_002.pdf

***Notes:***



# ***Troubleshooting***

## ***Chapter Overview***

This Chapter covers:

- “Copier” on page 7-1
- “Scanner Station Client Software” on page 7-1
- “Scanner Station Error Log Messages” on page 7-2
- “Copier Error Messages” on page 7-3
- “File Formats” on page 7-6

## Copier

| Problem   | Cause / Action  |
|---|---|
| The delivery scanner mode does not appear on the panel display. | If the TWAIN scanner mode appears when switching the copier to a scanner, switch to delivery scanner. |

## Scanner Station Client Software

| Problem   | Cause / Action  |
|---|---|
| A connection to ScanRouter Station cannot be made when starting ScanRouter Client Software. | Make sure the ScanRouter Station is running.  |
| Client Software takes a long time to start.   | If a DNS server or WINS server is not used, Client Software may take a long time. Enter the IP address of ScanRouter Station in [Delivery Station] in the [Log in] tab in the [Client Software Properties] dialog box |

## Scanner Station Error Log Messages

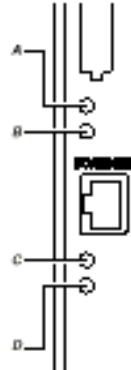
| Message   | Cause / Action   |
|---|--|
| Delivery is canceled because empty disk capacity is insufficient.         | ScanRouter Station stops temporarily because the free disk space becomes less than 200MB. Increase the amount of free disk space. The station resumes automatically after the free disk space becomes available.   |
| Drive for save is not prepared.   | Windows is not started on the destination computer.<br>No network drive has been mapped to the network folder which is selected as a destination folder. Map the network drive to the network folder again.  |
| Access Privilege for writing is not in the destination.                   | Write permission to the destination folder has not been given. Make sure the correct User Name is used when logging on. If the User Name is correct, change the access privileges of the destination.  |
| Cannot deliver because the number of users in the destination group is 0. | A document cannot be delivered because no members exist in the destination group. The document is saved in the non-forwarding folder.  |
| Address version does not match.   | A document cannot be delivered to the selected destination because the address book version of the ScanRouter Station and the version of the copier are different. This error occurs when [Auto Address Update] is [Off] in the copier setting. After updating the address book of the ScanRouter Station, be sure to turn the copier off and on to update the address book. |

## ***Copier Error Messages***

If the error message appears on the panel display, follow the instructions described below:

These messages are related to the delivery scanner operations. If any message which is not listed here is displayed, see the “Operating Instructions” that comes with Scanner Option Type270.

| <b>Message</b>                                     | <b>Cause / Action Reference</b>  |
|--|--|
| Updating the address book.<br>Please wait.         | If [Auto Address Update] is enabled in scanner settings and when you press [Address] or [Sender], the address book is updated by the user/group information from ScanRouter Station. Therefore, you can always use the latest information. Updating may take longer, depending on the number of users/groups and the network condition.  |
| Address update failed.<br>Try again?<br>[Yes] [No] | Unable to get the user/group information from ScanRouter Station. Press [Yes] and then try again.<br>If this message appears repeatedly, one of the following may be causing this problem. <ul style="list-style-type: none"><li>• ScanRouter Station is not started.</li><li>• ScanRouter Station is temporarily stopped due to a shortage of free disk space or other resources.</li></ul> |

| Message   | Cause / Action / Reference  |
|---|---|
| <p>Cannot communicate with the server.<br/>Check the operating status and server connection.<br/>[OK]</p> | <p>No response from ScanRouter Station. One of the following may cause this trouble:</p> <ul style="list-style-type: none"> <li>• The power of the computer running ScanRouter Station Software is off.<br/>Or, ScanRouter Station is not started.</li> <li>• [Delivery Server Address] is incorrect.</li> <li>• The copier may not be connected to the network properly. Check the LED on the Network Interface Card.</li> </ul> <p>A: The red light is on when the copier network scanner is working normally.<br/>B: The orange light is on when the Network Interface Card is working normally.<br/>C: The green light is on when the 1000BASE-TX is being used and is off when the 10BASE-T is being used.<br/>D: The green light is on when the network connection is normal.</p>  |
| <p>Invalid data size.<br/>Check the scanning resolution.<br/>[OK]</p>                                     | <p>In some cases, a large-sized original cannot be scanned at high resolution.</p>  |

| Message   | Cause / Action / Reference  |
|---|---|
| Cannot detect original size.<br>Check whether original is placed<br>and select the proper size.<br>[OK]   | No original is placed on Exposure Glass. Or,<br>cannot detect the original size.<br>If not, place the original on the Exposure<br>Glass.<br>Open the RADF more than 30 degrees to<br>detect the original size correctly.<br>Some paper sizes will not be automatically<br>detected (e.g. small-sized paper or foreign-<br>sized paper)  |
| Page limit exceeded, to scan<br>remaining pages, press Exit then<br>Start (to run as a new job.)<br>[OK]  | Achieved the maximum pages (100 pages)<br>which can be scanned continuously. Press<br>[OK]. The scanned originals will be sent.<br>The selected destination and other scanner<br>settings remain after pressing [OK], set the<br>rest of the originals and press [Start].   |
| Memory full. Cannot scan.<br>Scanning has stopped, the scanned<br>data has been deleted.<br>Memory full. Cannot continue, send<br>the existing scanned data or delete,<br>reset and repeat the process. | Due to the memory shortage in the copier,<br>scanning has been stopped in the middle.<br>The first message appears when the first<br>page of the originals cannot be scanned. In<br>this case, press [OK].<br>The next message appears when the<br>second or later pages of the originals<br>cannot be scanned. If you want to send the<br>scanned pages (up to the previous page)<br>only, press [Send]. If pressing [Delete], all<br>the stored data is deleted and no data is<br>sent.<br>Scan the remaining pages after the memory<br>capacity is back to normal. |
| Error in sending image.<br>Scan with the same setting and<br>resend.  | Failed to send a scanned image to<br>ScanRouter Station due to a network error.<br>Scan the original again because the<br>scanned data has been deleted.<br>If the same message appears again, the<br>amount of network traffic could be the<br>reason, therefore, contact the network<br>administrator.  |
| You have exceeded data capacity,<br>please wait until the current data<br>has been sent.  | Five documents are waiting to be sent to<br>the ScanRouter Station. Wait until the<br>current document data is sent.  |

## **File Formats**

The following file format types are available for ScanRouter Station Software and ScanRouter Client Software:

|                       | <b>ScanRouter Station</b>    | <b>ScanRouter Client Software</b>      |
|-----------------------|------------------------------|--|
| Available File Format | TIFF, TIFF-F, DCX, PDF, JPEG | TIFF, TIFF-F, PCX, BMP, DCX, PDF, JPEG |

In ScanRouter Station Software, if “Text”, “Text/Photo”, or “Photo” is selected when scanning a document from the copier, the document will be saved in Black & White image data format, and if “Gray Scale” is selected, the document will be saved in Grayscale image data format.

In case of multiple-page documents, one file will be created for each page because Multipage option is not available for Grayscale image.

### **TIFF, TIFF-F**

File formats used to save bitmap images. These formats are used for Black & White, Grayscale, and Color images. One file is created for single-page images in TIFF, and one file for multiple-page image in Multipage TIFF and TIFF-F. You can select the TIFF Compression Format as MH, MR, or MMR. In general, the order is MH, MR, MMR from high to low compression ratios (depending on the image). The TIFF-compressed image can be restored to the original image. TIFF-F stands for “Tiff Class F Specification” and is one of the fax image data formats. The TIFF-F format created by ScanRouter is 200dpi and the Compression Format is MH only.

### **PCX, BMP**

File formats used to save bitmap images. These formats are not available for the Multipage option.

### **DCX**

A file format to save bitmap images. This format is available for the Multipage option.

### **PDF**

This file format can be opened with the Adobe Acrobat application. Multipage images can be saved in one file with this file format.

### **JPEG**

This method can compress image data from 1/10 to 1/100 of the original size. The compressed image cannot be restored. This method is suitable for landscape photo images or photo data because the compression effect tends to be less obvious with these kinds of images.



***Notes:***



# ***Agency Certifications***

## ***Chapter Overview***

This chapter covers:

- “FCC” on page 8-1
- “Declaration of Conformity” on page 8-1
- “Canada” on page 8-1

## Agency Certifications

### FCC

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment OFF and ON, the user is encouraged to try to correct the interference by one or more of the following measures:

- Re-orient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

---

**WARNING:**  
**CHANGES OR MODIFICATIONS NOT EXPRESSLY APPROVED  
BY THE PARTY RESPONSIBLE FOR COMPLIANCE COULD  
VOID THE USER'S AUTHORITY TO OPERATE THE  
EQUIPMENT.**

---

---

**CAUTION**  
**When installed in a 100BaseTX environment, properly shielded and  
grounded cables (STP) and connectors must be used for connections to  
host computer (and/or peripheral) in order to meet FCC emission limits.**

---

### Declaration of Conformity

Product Name: Printer Controller

Model Number: Type 450 E

Responsible Party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with part 15 of FCC Rules.

### Canada

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numerique de la classe B est conforme a la norme NMB-003 du Canada.



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# ***Index***

## ***Chapter Overview***

Use the index to quickly locate specific information about different topics.



## A

Agency certifications 8-1

## C

### Client software

- opening received document 6-5
- receiving documents 6-1, 6-4
- receiving documents automatically 6-4
- receiving documents manually 6-5
- setting reception environment 6-1

### Client software properties

- application tab 6-9
- log in tab 6-7
- reception tab 6-8
- save tab 6-10

CSV file format 3-13

## D

### Daily operation

- changing error log 3-14
- checking free disk space 3-15
- deleting error log 3-14
- non-forwarding documents 3-15

### Delivery scanner setup

- adjusting delivery settings 4-2
- enabling delivery option 4-1

Delivery settings 5-1

## E

Environment setting 3-3

Environment settings dialog box 3-3

## O

operating system 2-1

### Originals

setting direction 5-8

Originals in the document feeder 5-6

Originals on the exposure glass 5-5

## P

Password 3-16

## S

Scanner maintenance tool 3-16

### Scanner maintenance tool

- backup 3-16
- change administrator password 3-16
- error log write selection 3-16
- folder initialization 3-16
- initialization 3-16
- restore 3-16

### Scanner settings

changing 5-9

### Scanner setup

- density 4-5
- original size 4-6
- original type 4-5
- registering items for setup 4-8
- resolution 4-6
- resolutions and original sizes 4-6, 4-7
- select custom size 4-8

### Scanner station

- changing start option 3-2
- start a service 3-2
- starting 3-1

starting as application 3-1

### Scanner station software

- comparing starting options 2-2
- installing 2-2
- uninstalling 2-3

Scanning 1 sided originals 5-3

Scanning 2-sided originals 5-4

Setting originals 5-3

### Shared folders

documents in 6-11

### System requirements 6-1

- cpu 2-1
- hard disk space 2-1
- protocols 2-1
- ram 2-1

## T

### Troubleshooting

- copier 7-1
- copier error messages 7-3
- file formats 7-6
- scanner station client software 7-1
- scanner station error log messages 7-2

## U

### User group

- changing user/group order 3-10
- deleteing user/group 3-9
- deleting a user/group 3-8
- registering a group 3-8
- registering a user 3-6

### User information

- export 3-10
- import 3-10



## ***New Machine Warranty and Limitation of Liability***

### ***Warranty — 90 days***

Lanier warrants that its equipment and accessories will be free from defective parts and workmanship for a period of ninety (90) days from the date of first installation by Lanier's Authorized Dealer. Customers must notify a Lanier servicing dealer or Lanier of a warranty claim within the warranty period. For a listing of authorized Lanier servicing dealers or to notify Lanier of a warranty claim, write to Lanier Worldwide, Inc., 2300 Parklake Drive, N.E., Atlanta, Georgia 30345-2979.

### ***Warranty Exclusions***

THE FOREGOING EXPRESS WARRANTY IS MADE IN LIEU OF ALL OTHER PRODUCT WARRANTIES, EXPRESS OR IMPLIED, INCLUDING MERCHANTABILITY AND FITNESS AND THOSE ARISING FROM A COURSE OF DEALING OR USAGE OF TRADE.

The Express Warranty will not apply to drums, cleaning blades, fuser cleaning felts, toner, developer or paper or to defects of damage incurred in transportation, or due to accident; neglect; misuse such as use of harmful or unapproved supplies; alterations; operator error; power surges; failure to properly install, clean, maintain, or repair; improper operating environment; or failure to provide proper utilities. The Express Warranty also will not apply to used or refurbished Lanier equipment unless Lanier expressly authorizes resale with its original equipment warranty.

### ***Limitation of Liability***

Fulfillment of Lanier's warranty obligation shall be the Customer's exclusive remedy and Lanier's and the Lanier Dealer's limit of liability for any breach of warranty or otherwise. In no event will Lanier or Lanier's Dealers be responsible or liable for special, incidental or consequential losses or damages.



Customer Vision® –  
our commitment to your  
complete satisfaction



[www.lanier.com](http://www.lanier.com)

*next level document solutions*

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